



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 8/18/11)

Board Clerk Use Only

Meeting Date:	<u>5/9/13</u>
Agenda Item #:	<u>C.1</u>
Est. Start Time:	<u>9:30 am</u>
Date Submitted:	<u>4/12/13</u>

Agenda Title: **BUDGET MODIFICATION # HD-13-16 authorizing one position re-classification within the Integrated Clinical Services Division of the Health Department.**

Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.

Requested Meeting Date:	<u>May 9, 2013</u>	Time Needed:	<u>N/A - Consent</u>
Department:	<u>Health Department</u>	Division:	<u>Integrated Clinical Services</u>
Contact(s):	<u>Lester A. Walker - Budget & Finance Manager</u>		
Phone:	<u>(503) 988-3663</u>	Ext.	<u>26457</u>
I/O Address:	<u>167/2/210</u>		
Presenter Name(s) & Title(s):	<u>N/A (Consent Agenda)</u>		

General Information

1. What action are you requesting from the Board?

Approval of staffing adjustments resulting from the reclassification of one position. This change will not impact the Health Department's total FTE for FY2013.

2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

Reclassify a 0.50 FTE Clinic Medical Assistant to a 0.50 FTE Licensed Community Practical Nurse, position 715863, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 4/01/2013 (reclassification #2130). The position is being reclassified to fulfill the job responsibilities as a Panel Manager. The Licensed Community Practical Nurse is responsible for tracking the health of the population of patients assigned to a provider panel, including proactively tracking prevention activities, screening, chronic disease monitoring, and providing patient education. This position also manages team communication, including team phone messages and in-basket, as well as patient communication follow-up. This position is

budgeted in FY 2014 as a Clinic Medical Assistant and will be corrected during the FY 2014 staffing amendment process. This change impacts program offer 40027—Southeast Health Clinic.

3. Explain the fiscal impact (current year and ongoing)

This budget modification has no fiscal impact in the current year. Budgeted personnel costs are within the pay scales of new classification or other budgeted line items have been adjusted so that the changes are budget neutral.

The reclassification of 715863 to a Licensed Community Practical Nurse increased budgeted personnel cost by \$1,323 because the beginning step at which the Licensed Community Practical Nurse is budgeted is higher than the beginning step for a Clinic Medical Assistant. The increase in cost is offset by a reduction in supplies for no net fiscal impact this fiscal year.

In subsequent fiscal years, the reclassified position will be subject to approved cost of living adjustments (COLA) and step increases in accordance with the collective bargaining agreement with Local 88 and will be funded within the department's budget.

4. Explain any legal and/or policy issues involved.

N/A

5. Explain any citizen and/or other government participation that has or will take place.

N/A

Budget Modification

If the request is a **Budget Modification**, please answer **all** of the following in detail:

- **What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).**

No change in revenues.

- **What budgets are increased/decreased?**

The Health Department's budget will have the following changes:

- Permanent personnel budget will increase by \$962
- Salary related expense budget will increase by \$280
- Insurance benefits budget will increase by \$81
- Supplies will decrease by \$1,323

These changes will have no financial impact on the budget and do not change the Health Department's total FTE.

- **What do the changes accomplish?**

Changes of classification for position 715863 better fit the duties of this position as determined by the Class/Comp Unit of the Central Human Resources.

- **Do any personnel actions result from this budget modification? Explain.**

- Reclassify a 0.50 FTE Clinic Medical Assistant to a 0.50 FTE Licensed Community Practical Nurse, position 715863, in the Integrated Clinical Services Division of the Health Department. Class Comp request #2130.

- If a grant, is 100% of the central and department indirect recovered? If not, please explain why.
N/A
- Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?
N/A
- If a grant, what period does the grant cover? When the grant expires, what are funding plans? Are there any particular stipulations required by the grant (i.e. cash match, in kind match, reporting requirements etc)?
N/A

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

Required Signature

Elected Official or Dept Director:	KaRin Johnson <i>Lillian Shirley</i>	Date: 04-05-13
Budget Analyst:	Althea Gregory /s/	Date: 04-09-13
Department HR:	<i>Kristeen Fuller</i>	Date: 04/03/13
Countywide HR:	<i>Karie Miller</i>	Date: 04/05/13